



Borough of Merchantville Zoning Permit Application Instructions

PROCESS

1. The Zoning Permit application must be completed up to and including a phone number / e-mail address to contact and notify the applicant. All applications must be complete, including an address of the property in question, block, lot, and zone completed on the zoning permit application. See Zoning Ordinance § 94-104 for more information.
2. For a **Certificate of Permitted use**, which includes a change of use, change of owner, change of occupancy, a zoning permit is required to ensure the use is permitted in that zone. The existing and/or prior use and the proposed use needs to be provided on the application. Please be specific when indicating the use (for example, the term's "office", "general office", "retail", etc. are not acceptable).
3. For **Building Permits**, a Zoning permit is required to ensure the improvement complies with the required setbacks. The type of proposed structure and/or improvement needs to be identified on the Zoning Permit Application. Two (2) scaled copies of a property survey (usually included with personal mortgage documents), which indicate the location of the proposed structure / improvement are required when submitting a Zoning Permit Application. Applicant's MUST provide the following information on the survey and the application:
 - Shed: floor area, height, distance from property lines (setback), and distance from the principal building (setback)
 - Fence: height, type of fence, linear footage (length)
 - Pool: above or below ground, depth of pool, distance from property line (setback), distance from principal building (setback)
 - Decks: area, dimensions, height (from ground), distance from property line (setback)
 - Additions: area, dimensions, height, distance from property line (setback). Floor plans and elevations
 - Please allow 10 business days for review and processing of a complete Zoning Permit Application. Please allow for the full ten days before inquiring on the status of the application, as this may delay the process. Department staff will notify the listed applicant when the zoning Permit is ready. A signature from the applicant, owner, or designated representative is required at the time of issue.

FEES

Payment is due at the time a Zoning Permit application Completed. Checks or money orders, made payable to the "Borough of Merchantville", are preferred; however cash is also accepted. Once Code Enforcement receives the paid receipt the Zoning Permit can be issued. § Per 94-108 C (8) the following fees apply;
Zoning Permit: \$25.00 Fence Approval, Sign Approval residential, Handicap ramp in residential zone: none

APPROVAL

Due to the specific nature of a Zoning Permit, additional permits may be required:

- Building Permits or Certificate of Occupancy are available in the code enforcement/construction office
- Sign permits (Business Districts) are available in the code enforcement/zoning office
- Planning Board / Zoning Board of adjustments

Please return application to the Code/Zoning Office or Borough Clerks Office.



Merchantville Zoning Permit application

ADDRESS: _____ BLOCK (S): _____

ZONE: _____ LOT (S): _____

☐ ZONING PERMIT (Fee: \$25.00) ☐ CONFORMING FENCE (Fee: None)

EXISTING USE: _____

PROPOSED IMPROVEMENTS AND/OR USE (be specific): _____

CERTIFICATE OF OCCUPANCY

☐ CHANGE OF USE ☐ CHANGE OF OWNER ☐ CHANGE OF OCCUPANCY

BUILDING PERMIT (scaled copy of survey required, please complete information in box)

☐ FENCE ☐ DECK/PATIO ☐ NEW DWELLING ☐ ACCESSORY USE

☐ SHED ☐ POOL/HOT TUB ☐ ADDITION ☐ OTHER

SIZE: _____' x _____' HEIGHT: _____' DEPTH: _____'
 LENGTH WIDTH

SETBACKS: FRONT: _____' REAR: _____' SIDE: _____' BOTH SIDES: _____'

Is the lot an inside or corner lot? ☐ INSIDE LOT ☐ CORNER LOT

Was Planning Board or Zoning Board approval required for this improvement and/or property?

NO YES If Yes, what is the APPLICATION No.: _____ DATE APPROVED: _____

APPLICANT ☐ SAME AS OWNER

OWNER

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CITY, STATE, ZIP: _____

EMAIL: _____

EMAIL: _____

PHONE: _____

PHONE: _____

PERMIT NO.: _____ DATE SUBMITTED: _____ DATE PROCESSED: _____

DATE FEE PAID: _____ APPROVED: _____ DENIED: _____ APPROVED BY: _____

REASON: _____